

POLICY FOR ADMINISTERING MEDICATION AT SCHOOL

If possible parents are advised to try to give medication on a schedule other than during school hours. If, however, it is necessary that a medication be given during the school day, compliance with the following instruction is required.

- It is the responsibility of the parent/guardian of the child to provide any medication to be given at school.
- Written authorization and instructions from the parent/guardian must be on file in the school clinic or office before school employees may administer any medication to a student. A new authorization form must be completed for any change in medication. Telephone permission will not be accepted.
- Prescription medications must be brought to school in the original prescription container labeled with: date, name of prescriber, name of student, name and dosage of medication, directions for administration, and name and phone number of the pharmacy.
- Sample drugs must be accompanied by a physician's written order, specifying the dosage, frequency, and directions for administration.
- Non-prescription medications must be brought to school in the original manufacturer's container with the original label intact, which supplies the following information: ingredients, expiration date, dosage and frequency, route of administration, side effects and contraindications, and the other directions as appropriate. The medication must be age and dose appropriate.
- Non-prescription medication that needs to be given daily or longer than the manufacturer's recommendation for use must be accompanied by a physician's written order.
- Non-prescription inhalers for Asthma will not be given at school.
- No aspirin or aspirin-type products will be given at school.*
- Requests from parent/guardian to increase the dosage of any medications beyond that listed on the label will not be honored without written confirmation from the physician.
- All medication to be given at school must be kept in the school clinic or office regardless of the student's age. Exceptions are made for asthma inhalers or medication for life-threatening conditions, which may be carried by a student after the school receives the completed "Self Administration of Medication by Student" form signed by the parent and physician stating that it is necessary for the medication to remain with the student.
- For incidents of major concern or questions regarding the administration of any medication and in the absence of either written authorization/instructions from the parent/guardian or medication in the properly labeled container, no medication will be administered. Every effort will be made to notify the parent/guardian.

*As recommended by the National Reyes Syndrome Foundation, the U.S. Surgeon General, the FDA and the Center for Disease Control.

I have read and understand the Mustang Public School Medication policy. I give permission for Mustang Public School Staff to administer medication according to the directions. I give permission for the School Nurse to contact the Physician regarding the diagnosis related to the medication and for clarification of medication orders.

Parent/Guardian signature

Date

Phone Number